

# Your Risk Assessment Form

Organisation Name:  Date of Assessment:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage the risk?	Action by Whom?	Action by When?	Done
Slips and trips in club premises	Injury can be caused to club members and members of the public, employees, volunteers and visitors to your club	<ul style="list-style-type: none"> <li>• General good housekeeping is carried out</li> <li>• All areas are well lit, including stairs</li> <li>• Public areas are kept clear and tidy</li> <li>• All spillages are promptly reported and mopped up</li> <li>• All loose matting and slips_trips_wires_secured are secured</li> <li>• Maintenance checks completed regularly and remedial action is documented</li> <li>• Notices are put up to clear leaves from the courts in Autumn before play</li> </ul>				

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Electrical risks at club premises	Injury can be caused to club members and members of the public, employees, volunteers and visitors to your club	<ul style="list-style-type: none"> <li>• All portable electrical appliances are PAT tested annually</li> <li>• All exposed wires are covered</li> <li>• Fixed electrical installations are checked every 5 years</li> <li>• Training is provided to all staff using electrical equipment</li> <li>• Outdoor PIRs are checked regularly to ensure they are working correctly</li> </ul>				
General property management	Members, staff and visitors could be harmed while on site. For example, by falling roof tiles or in a fire caused by a faulty gas main	<ul style="list-style-type: none"> <li>• The fabric of the building is regularly inspected for damage or wear and tear</li> <li>• Full records are kept of all remedial actions and repairs</li> <li>• The premises are secured at night to prevent arson</li> </ul>				
Indoor courts	All players, officials and visitors to the courts could be injured if they trip or fall	I have considered this and it doesn't apply to my Venue.				

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Outdoor Courts	Players, officials and members of the public could be injured if they trip or fall	<ul style="list-style-type: none"> <li>• Courts are cleared of debris on a daily basis</li> <li>• Courts are routinely inspected for algae and vegetation and this is removed if found</li> <li>• Regular inspections are carried out to look for wear and tear and a documented maintenance programme is in place</li> <li>• Courts are appropriately lit</li> <li>• Wire fencing is checked for snag hazards</li> <li>• Signage is displayed to remind players of their own responsibilities with regards to playing in poor weather conditions Risk assessments are completed for tournaments and for junior night.</li> </ul>				

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Club grounds and gardens	Club members, staff, volunteers and members of the public could be injured if they fell on damaged path	<ul style="list-style-type: none"> <li>• Regular inspections of club grounds, car parks, paths and steps are carried out and documented</li> <li>• Documented maintenance programme is in place to manage wear and tear to steps, paths and car parks</li> <li>• Clear signage is in place to direct pedestrians to safe walkways</li> <li>• Walkways and paths are well lit</li> <li>• Motion sensor lighting is installed on the approach to the clubhouse</li> </ul> <p>Appropriate signs are displayed when the courts have been treated for moss</p>				
Bars and restaurants	Members, staff and visitors could be injured, for example, if they slip on a spillage or cut themselves on broken glass	I have considered this and it doesn't apply to my Venue.				

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Kitchens	Staff may be scalded, burned or cut in the kitchen and visitors in the restaurant could be at risk if food was incorrectly prepared	<ul style="list-style-type: none"> <li>• Spillages are cleaned immediately to avoid slips on. A wet floor sign is used where appropriate</li> <li>• The kitchen and equipment are used by members only. It contains domestic equipment only</li> </ul>				

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Changing rooms	Members, staff and visitors might be injured in changing rooms as a result of a slip or from using contaminated shower facilities	<ul style="list-style-type: none"> <li>• Regular, documented cleaning programme is in place to ensure that floors are kept clean and dry</li> <li>• Documented maintenance programme is in place to ensure that benches, cubicles, lockers and floors are in good condition</li> <li>• Staff are trained on COSHH regulations to ensure that all cleaning substances are used, handled and stored correctly and safely</li> <li>• Shower heads are regularly cleaned to prevent the risk of Legionnaires Disease</li> <li>• Signage clearly highlights wet areas where slippage risk is higher</li> <li>• Non slip mats have been provided for use in the showers</li> </ul>				

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Swimming pools and spas	Members, staff and visitors could be injured from drowning, slipping or bathing in contaminated water	I have considered this and it doesn't apply to my Venue.				
Staff and security	Members, staff and visitors could be harmed by intruders or have property stolen or damaged	<ul style="list-style-type: none"> <li>• Rules of acceptable behaviour are displayed along with the relevant enforcement measures</li> <li>• Stocks of equipment are securely held when not supervised</li> </ul>				
Fitness gym	Members could be injured as a result of using the gym equipment	I have considered this and it doesn't apply to my Venue.				

This risk assessment should be reviewed on a regular basis and actions arising from it should be discussed by the board or committee of your club/place to play.